

Posting Date: March 30, 2015

Request for Proposals Notification

Title: City of Columbus Riverwalk Bridge Project

Response Due Date & Time: April 14, 2015 at 4:00 PM

This Request for Proposals (RFP) is official notification of needed professional services. This RFP is being issued to solicit a letter of Interest (LOI) and other documents from firms qualified to perform engineering work as described herein. A submittal does not guarantee the firm will be contracted to perform any services but only serves as notice that the firm desires to be considered.

Contact for Questions: Elizabeth Fizel, City Engineer
efizel@columbus.in.gov
By email only

Submittal requirements:

1. Letter of Interest – 1 Copy as PDF per email. No hard copies please (required content and instructions follow)
2. One (1) signed Comprehensive Compliance Form.

Submit To: Elizabeth Fizel, City Engineer
efizel@columbus.in.gov
City Engineer
By email only

Selection Procedures:

Consultants will be selected for work further described herein, based on the evaluation of the Letter of Interest (LOI) and other required documents. The Consultant Selection Rating Form used to evaluate and score the submittals is included for your reference. Final selection ranking will be determined by:

- ☒ The weighted score totals with the highest score being the top ranked firm
- ☐ Rank totals with the lowest rank total being the top ranked firm

Requirements for Letters of Interest (LOI)

A. General instructions for preparing and submitting a Letter of Interest (LOI).

1. Provide the information, as stated in Item B below, in the same order listed and signed by an officer of the firm. Signed and scanned documents, or electronically applied signatures are acceptable. Do not send additional forms, resumes, brochures, or other material unless otherwise noted in the item description.
2. LOI's shall be limited to twelve (12) 8 ½" x 11" pages that include Identification, Qualifications, Key Staff, and Project Approach.
3. LOI's must be received no later than the "Response Due Date and Time"; as shown in the RFP header above. Responses received after this deadline will not be considered. Submittals must include all required attachments to be considered for selection.
4. The selected firm shall provide personnel local to the project site such that neither commuting nor lodging expenses are incurred.

B. Letter of Interest Content

1. Identification, Qualifications and Key Staff

- a. Provide the firm name, address of the responsible office from which the work will be performed and the name and email address of the contact person authorized to negotiate for the associated work.
- b. List all proposed sub consultants and the percentage of work to be performed by the prime consultant and each sub consultant.
- c. List the Project Manager and other key staff members, including key sub consultant staff, and the percent of time the project manager will be committed for the contract, if selected. Include project engineers for important disciplines and staff members responsible for the work. Address the experience of the key staff members on similar projects and the staff qualifications relative to the required item qualifications. Indicate current and previous experience on projects for the City of Columbus.
- d. Describe the capacity of consultant staff and their ability to perform the work in a timely manner relative to present workload.

2. Project Approach

- a. Provide a description of your project approach relative to the advertised

services. For project specific items confirm the firm has visited the project site. For all items, address your firm's technical understanding of the project or services, cost containment practices, innovative ideas and any other relevant information concerning your firm's qualifications for the project.

Work item details:

Local Public Agency: City of Columbus

Project Location: Along the east bank of the East Fork of the White River from the 3rd St. bridge to the 2nd Street bridge

Project Description: The Riverfront People Bridge Project will connect the existing People Trail along the east side of the White River that terminates just south of the 3rd Street bridge to the 2nd Street bridge. The trail will be capable of being extended in the future under the 2nd Street bridge as part of the City's larger plan for the People Trail. The elevation of the trail is such that the landings are approximately three to five feet above the existing grade at each end of the trail. This will allow the trail to be above normal flood stage elevation. The landings will be submerged at the ten year flood elevation. The elevation of the landing area near the 2nd Street bridge provides clearance for the bottom of the superstructure over the existing 60 inch sanitary sewer culvert and 36 inch sanitary sewer line near the landing area. All aspects of the trail will be compliant with the Americans with Disabilities Act current specifications. The path will tie in to the existing sidewalks near the 3rd Street and 2nd Street bridges. A plan sheet of the proposed people bridge location has been included with this request. This project is currently in the Federal Aid system; however, upon securing local funds for construction, the City plans to **not** use federal monies for any phase of the project. **Questions will only be accepted by email, please do not attempt to receive any information by phone or in person.**

INDOT Des #: 1383248

Phases Included: PE

Estimated Construction Amount: \$1,500,000

Funding: 100% Local Funding

Term of Contract: Estimated start date 5/18/15, construction during 2016.

LPA Consultant Selection Rating Sheet

Sample:

| RFP Selection Rating for _____ | | Des. No. _____ | | | |
|--|--|-----------------------------|-------|--------|----------------|
| (City, County, Town, etc.) - or - (Local Public Agency) | | | | | |
| Consultant Name: _____ | | Services Description: _____ | | | |
| | | | | | |
| Evaluation Criteria to be Rated by Scorers | | | | | |
| Category | Scoring Criteria | Scale | Score | Weight | Weighted Score |
| Past Performance | Performance evaluation score averages from historical performance data. | | | | |
| | Quality score for similar work from performance database. | | | 6 | |
| | Schedule score from performance database. | | | 3 | |
| | Responsiveness score from performance database. | | | 1 | |
| Capacity of Team to do Work | Evaluation of the team's personnel and equipment to perform the project on time. | | | | |
| | Availability of more than adequate capacity that results in added value. | 1 | | 20 | |
| | Adequate capacity to meet the schedule. | 0 | | | |
| | Insufficient available capacity to meet the schedule. | -1 | | | |
| Team's Demonstrated Qualifications | Technical expertise: Unique Resources that yield a relevant added value or efficiency to the deliverable. | | | | |
| | Demonstrated outstanding expertise and resources identified for required services for value added benefit. | 2 | | 15 | |
| | Demonstrated high level of expertise and resources identified for required services for value added benefit. | 1 | | | |
| | Expertise and resources at appropriate level. | 0 | | | |
| | Insufficient expertise and/or resources. | -3 | | | |
| Project Manager | Predicted ability to manage the project, based on: experience in size, complexity, type, subs, documentation skills. | | | | |
| | Demonstrated outstanding experience in similar type and complexity. | 2 | | 20 | |
| | Demonstrated high level of experience in similar type and complexity. | 1 | | | |
| | Experience in similar type and complexity shown in resume. | 0 | | | |
| | Experience in different type or lower complexity. | -1 | | | |
| | Insufficient experience. | -3 | | | |
| Approach to Project | Project Understanding and Innovation that provides cost and/or time savings. | | | | |
| | High level of understanding and viable innovative ideas proposed. | 2 | | 15 | |
| | High level of understanding of the project. | 1 | | | |
| | Basic understanding of the project. | 0 | | | |
| | Lack of project understanding. | -3 | | | |
| Location | Location of assigned staff office relative to project. | | | | |
| | Within 50 mi. | 1 | | 5 | |
| | 51 to 150 mi. | 0 | | | |
| | 151 to 500 mi. | -1 | | | |
| | Greater than 500 mi. | -2 | | | |
| | | Weighted Sub-Total: | | | |
| <p>It is the responsibility of scorers to make every effort to identify the firm most capable of producing the highest quality deliverables in a timely and cost effective manner without regard to personal preference.</p> <p>I certify that I do not have any conflicts of interest associated with this consultant as defined in 49CFR18.36.</p> <p>I have thoroughly reviewed the letter of interest for this consultant and certify that the above scores represent my best judgment of this firm's abilities.</p> | | | | | |
| | | Signature: _____ | | | |
| | | Print Name: _____ | | | |
| | | Title: _____ | | | |
| | | Date: _____ | | | |
| (Form Rev. 3-30-10) | | | | | |

COMPREHENSIVE COMPLIANCE FORM (CCF)

CITY OF COLUMBUS

AFFIRMATIVE ACTION

Contractor, subcontractor, and bidder declare that they will not discriminate against any employee or applicant for employment in the performance of this contract with respect to hire, tenure, terms, conditions or privileges of employment, or any matter indirectly related to employment because of race, religion, color, sex, disability, national origin or ancestry. Contractor, subcontractor and bidder shall comply with this declaration, and understand that breach of this covenant may be considered a material breach of contract.

DISQUALIFICATION OF CONTRACTS DEALING WITH THE GOVERNMENT OF IRAN:

The undersigned does hereby certify that the person and/or business entity contracting herein has never and currently does not contract with the government of Iran for such business and services as defined in I.C. 5-22-16-.5-1 et seq. Furthermore, the undersigned will take the necessary steps to maintain compliance with this statutory provision throughout the term of this agreement. Failure to comply with this statutory section may result in termination of this agreement.

DRUG FREE WORKPLACE

Any and all contractors performing work for the City of Columbus shall maintain a drug free work place pursuant to applicable federal and state law regulations. By contracting with the City of Columbus, each contractor hereby certified and agrees that it will provide a drug free workplace and take all appropriate steps to insure that all applicable federal and state regulations concerning the implementation of such drug free workplace has occurred.

OSHA AND IOSHA REGULATIONS

It is the policy of the City of Columbus to be in compliance with all federal and state occupational safety and health regulations and/or standards. It is a requirement for any person, company, or corporation doing business with the City of Columbus to be in compliance with the appropriate OSHA and IOSHA regulations and/or standards. Any person, company, or corporation not in compliance shall hold the City of Columbus harmless from any and all injuries, illness, and death arising out of non-compliance with the OSHA and IOSHA regulations and/or standards and such non-compliance shall be considered in material breach of any contractual agreement with the City of Columbus. Contractor, subcontractor and bidder shall comply with OSHA and IOSHA regulations and understands that breach of this covenant may be considered a material breach of the contract.

EMPLOYMENT ELIGIBILITY VERIFICATION PURSUANT TO I.C. 22-5-1.7 et seq:

The undersigned hereby affirms under penalties of perjury that they do not knowingly employ or contract with an unauthorized alien.

Furthermore, the Contractor shall enroll in and verify (or has enrolled in and verified) the work eligibility status of all its newly hired employees through the E-Verify program as defined in I.C. 22-5-1.7-3. The Contractor is not required to participate should the E-Verify program cease to exist. Additionally, the Contractor is not required to participate if the Contractor is self-employed and does not employ any employees. The Contractor shall not knowingly employ or contract with an unauthorized alien. The Contractor shall not retain an employee or contract with a person that the Contractor subsequently learns is an unauthorized alien. The Contractor shall require its subcontractors, who perform work under this contract, to certify to the Contractor that the subcontractor does not knowingly employ or contract with an unauthorized alien and that the subcontractor has enrolled and is participating in the E-Verify program. The Contractor agrees to maintain this certification throughout the duration of the term of a contract with a subcontractor. The City may terminate this Agreement for breach of contract/default if the Contractor fails to cure a breach of this provision no later than thirty (30) days after being notified of such breach.

The undersigned hereby acknowledges, certifies and affirms the above provisions, and agrees that if awarded a contract by the City of Columbus for the above named project, said provisions will be attached to and incorporated into the final contract.

Company Name: _____

STATE OF _____

Company Address: _____

COUNTY OF _____

SS:

Subscribed and sworn to before me this ____ day
of _____, 20 ____.

By (Written Signature): _____

My commission expires: _____

Printed Name: _____

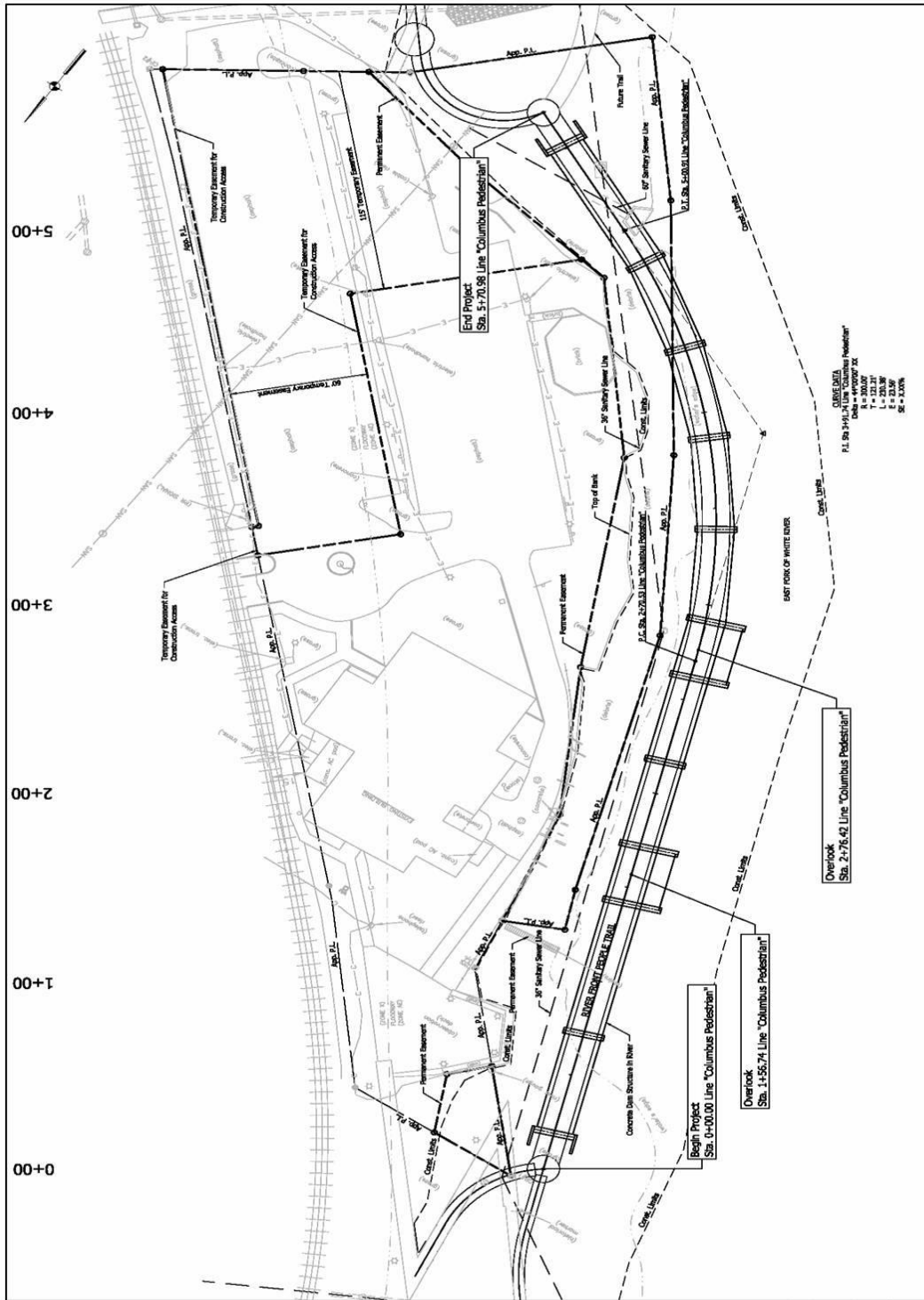
Signed _____

Title: _____

Residing in _____ County,

Date: _____

State of _____



City of Columbus / Columbus Riverfront People Bridge